

DevelopMed TERMS AND CONDITIONS, (Last Updated: May 2023)

GENERAL

1.1 Aims of the Programme. The DevelopMed Fellowship Programme aims to provide excellent experienced researchers at the early stage of their career with a research training experience of highest international standards that will help them to advance their scientific careers within a chosen sector, across academia, industry or public sector, in the broad area of Precision Oncology.

1.2 Location of the Fellowship. All Fellowships awarded in this Programme will be based in four Irish Universities. Institutions hosting fellows include University College Dublin, University of Galway, University College Cork and RCSI University of Medicine and Health Sciences.

1.3 Research areas. The Programme offers researchers freedom in the choice of their research topic, provided that the topic belongs to the overall area of Precision Oncology and fits within the themes of Diagnostics, Drug Development and the Tumour Microenvironment.

1.4 Fellowship Duration. Fellowships awarded in this Programme have a duration of either 2 or 3 years, depending on the Application Call. The duration of the Fellowship cannot be extended, except in the case of Suspension of the award (see Point 1.31).

1.5 Secondment. Each Fellowship includes a mandatory secondment of between 3 and 6 months during which Fellows conduct their research in a Secondment Host Organisation. Fellows choose their Secondment Host Organisation based on its appropriateness to their research, training and professional career development.

1.6 Secondment Host Organisation. The Secondment Host Organisation can be located in any country in the world and must have the operational capacity to support the Fellow's research and career development objectives. Each Secondment Host Organisation is subject to approval by the fellow's host institution from an academic, health and safety, and legal perspective and must agree and sign a Partnership Agreement with the fellow's host institution. The Partnership Agreement must be signed by the fellow's host institution and the relevant Secondment Host Organisation before the Fellow can undertake their secondment activities. A DevelopMed partnership agreement with a non-academic secondment host will include affirmation that any necessary equipment and resources will be made available to the fellow.

APPLICANT ELIGIBILITY CRITERIA

1.7 Experience of the researchers. All applicants must, at the time of the deadline for submission of proposals, be in possession of a doctoral degree or have at least four years of full-time equivalent research experience.

1.8 Fellowship Types. The programme offers Fellowships for researchers who are at the early stages of their career, and who have at least four years of full-time equivalent research experience by the call deadline.

1.9 Mobility. Fellowships are open to candidates of any nationality who, at the time of the deadline for submission of proposals, shall not have resided or carried out their main activity (work, studies, etc.) in Ireland for more than 12 months in the 3 years immediately prior to the deadline for submission date. Compulsory national service and/or short stays such as holidays are not taken into



account. In addition, applicants may not have resided or carried out their main activity in the Republic of Ireland for more than 3 years in the 5 years immediately prior to the call deadline.

1.10 Nationality. Fellowships are open to candidates of any nationality.

1.11 Ineligibility of applications. Applications for DevelopMed Fellowships will not be assessed if they are incomplete, have not been submitted via the Online Application System accessed through the Programme website (www.ucd.ie/developmed), or were not received prior to the advertised deadline.

1.12 Number of applications. An applicant is allowed to submit only one application per Call.

EVALUATION AND SELECTION PROCESS

1.13 Charter and Code. The DevelopMed programme including the selection process will be underpinned by the principles of the European Charter for Researchers¹ and the Code of Conduct for the Recruitment of Researchers² (the Charter and Code) which states that 'Funders or employers of researchers in their role as recruiters should be responsible for providing researchers with open, transparent and internationally comparable selection and recruitment procedures'. The Principles of the Charter and Code will also be guiding principles for other aspects of the Fellowship, including roles, responsibilities and entitlements of researchers as well as employers.

1.14 Deadline for Applications. The deadline for submission of applications for Call 1 is 31st March 2021, 23:30 (UTC). The deadline for submission of applications for Call 2 is 30th November 2021, 23:30, (UTC). The deadline for submission of applications for Call 3 is 25th June 2023, 23:59 (GMT).

1.15 Supervisor/Principal Investigator. All applicants are required to nominate a Supervisor/Principal Investigator (PI) on their application, who would be their PI for the entire duration of the Fellowship. Applicants must contact the PI before they submit their application to ensure that the chosen PI is willing to work with them and has the required experience and interest to support the Fellow's project implementation, if successful. PIs who have expressed their availability and commitment to supervise a DevelopMed fellow are listed on the Programme website (www.ucd.ie/developmed/).

1.16 Application assessment. Each application will be evaluated by three independent evaluators. The final score for each application will be agreed by an International Review Panel. During consensus discussions by the International Review Panel a ranking of applications will be agreed. A threshold of 70% will be applied to the final scores. Applicants scoring less than 70% will not progress to the interview phase of the selection process. Of the applicants who score 70% or more, a maximum of 3 applicants per fellowship position will be brought forward to the interview phase. All applicants will be informed by the Programme Management team about the score they have achieved and whether or not they have progressed to the interview phase of the selection process.

1.17 Application scoring. The final mark for each application will be comprised of the score for the written proposal and the interview with 70% weighting for written proposal and 30% weighting for the interview.

1.18 Conflict of Interest. UCD will endeavour to ensure that the expert evaluators chosen do not have any conflicts of interests with the applications they are assessing. The evaluators will have to accept a Code of Conduct and sign Conflict of Interest declaration for each application they will

assess. The experts not complying with these requirements will not be allowed to evaluate relevant DevelopMed applications.

1.19 Feedback. All applicants will be issued feedback on their applications comprising of the application's final score and qualitative feedback for the written application and interview performance.

1.20 Redress. All candidates have a right to a redress procedure if they feel that there has been a shortcoming in the way their proposal was evaluated and that this shortcoming may affect the final decision on whether to fund it or not, or if they believe that the results of eligibility checks are incorrect. For more details on the Redress procedure please consult the DevelopMed Guide for Applicants.

1.21 Withdrawal of an offer. UCD may withdraw any offer of a place or discontinue the Fellowship where supplied information is found to be incorrect, misleading or falsified. UCD and academic host institutions may also withdraw any offer of a place in the unlikely event that the programme is withdrawn or an error has been made by the University.

IMMIGRATION

1.22 Visa compliance. Researchers coming to an Irish host university from outside the EU/EEA generally require an employment permit to work legally in Ireland. Academic host institutions will assist Fellows requiring an employment permit in securing a Hosting Agreement for the time of their employment at their respective Academic host institution/University.

EMPLOYMENT CONDITIONS

1.23 Value of the award. The gross annual salary level for a single DevelopMed Fellow will be ~€45,942 or ~€51,345 for a DevelopMed fellow who qualifies for family allowance. Fellow salaries include gross mobility allowance of €7,800 per annum and fellows will have access to annual contributions to research costs of €15,000. Please note that all or part of Fellow salaries may be liable for taxes or employer social charges.

1.24 Taxation. National tax regulations apply. Compliance with national regulations on taxation and employment will be matters for resolution between the Fellow, the Fellow's host Academic Institution, and Irish Revenue Commissioners.

1.25 Fellows' duties. Fellows will be foremost responsible for the implementation of the project proposed in their Fellowship application. Fellowship holders are required to partake in activities supporting their career development, which were specified in their application. They may also be required to undertake teaching as part of their general duties.

1.26 Additional duties. Fellows will also contribute to relevant research programmes carried out within their host Academic Institution and/or UCD. In regard to remunerated work outside their host Academic Institution, Fellows will be bound by their host Academic Institution policy in this respect.

1.27 Hours of work. Working hours will be specified in the Fellow's employment contract.

1.28 Absence. Annual leave entitlements, sick leave and maternity/paternity arrangements will be specified in the Fellow's employment contract.



1.29 Commencement of the Fellowship. It is expected that successful Fellows will start the Fellowship at the earliest convenience, ideally within four months of acceptance. Given that transnational mobility is a key feature of the programme, the host Academic Institution recognises that additional time may be required to allow a Fellow to complete their previous activities and move to their host Academic Institution. In cases where the Fellow cannot start within the specified period of four months, the starting date for each Fellow will be negotiated on individual basis by the Fellow and their host Academic Institution in consultation with UCD.

1.30 Termination of the Fellowship. Should a Fellow be unable to pursue his/her project, for any reason (including medical reasons), he/she must inform their Principal Investigator and DevelopMed Programme Management team within two weeks of such situation coming to his/her attention. If a Fellow breaches the Terms and Conditions of their Fellowship (e.g. unbecoming conduct, discontinuity, failure to submit reports and other exceptional cases) their host Academic Institution in consultation with UCD may suspend or terminate the Fellowship.

1.31 Suspension. Fellowships may not be suspended other than in exceptional circumstances (e.g. force majeure). Any suspensions have to follow academic institutional policy and, where relevant, national procedures on this matter. In order to suspend a Fellowship the researcher must follow appropriate academic institutional procedures. In case of suspension, Fellowship may be extended to allow the Fellow to complete the contracted period of the Fellowship.

1.32 Role of Principal Investigator. Principal Investigator will act as a mentor for the Fellow for the entire duration of the Fellowship. The PI will liaise with the Secondment Host Organisation PI during the secondment phase, if applicable, to ensure that both PIs follow the same approach. The Fellow and his/her PI will meet regularly to discuss the progress of the Fellow in achieving his/her objectives. It is recommended that meetings will take place once a month.

TRAINING AND CAREER DEVELOPMENT

1.33 Research Skills and Career Development Plans. The DevelopMed training programme has been specifically designed to meet the career development needs of the DevelopMed fellows. The training programme will equip fellows to meet the changing demands of different sectors facilitating their rapid progress to key leadership positions. DevelopMed's host academic institutions have been awarded the HR Excellence in Research Award in recognition of their commitment to adopting the principles of the Charter and Code. All the host academic institutions have developed a Research Careers and Development Model which aims to provide researchers with a clear focus on their career, with access to expert careers advice and comprehensive training and development programmes relevant to their career stage. Furthermore, their own performance and development review systems requires every new member of staff to develop a Researcher Development Plan (RDP) with their main academic supervisor in order to plan his/her career and associated development needs. The Research Careers and Development Model and RDP will be used for all DevelopMed fellows for programme supervision, mentoring and training schemes, irrespective of their host institution. All fellows will receive induction training at their academic host when starting their fellowships.

At the start of the fellowship, each fellow will, together with his/her supervisory team, design a personal RDP for the duration of the fellowship. Use of the RDP is mandatory for all DevelopMed fellows and aims to support fellows in their current role and prepare them for their future career. Development of the RDP will follow the host academic institution's own guidelines for the Researcher Development Planning Process. The composition of the supervisory team and a plan for



supervision activities will be integrated into the RDP. An integral element of the RDP is a skills audit carried out by the fellow with the support of the academic supervisor at the start of the fellowship.

1.34 Progress monitoring.

DevelopMed supervisors will support their fellows in all aspects of their research project; monitoring the research progress/milestones, emerging IP requiring protection, facilitating access to appropriate facilities, infrastructure, as well as research and transferrable skills training. They will be expected to actively encourage and support fellow's career development; identifying and supporting learning opportunities.

1.35 Academic mentors. In addition to the supervisory team, fellows will also be able to choose a senior member of academic staff as a mentor to provide further support. The academic mentor will have a well-established research track record, not necessarily in the fellow's research area. S/he will not have involvement in managing the fellow's project. In cases where the supervisory team members are of the same gender, fellows will be encouraged to choose an academic mentor of a different gender. The fellow and mentor will meet quarterly, to discuss the fellow's career progression and professional well-being.

OTHER

1.36 Research Ethics Policy and Research Integrity. All DevelopMed Fellows must adhere to all academic institutional policies, including Research Ethics Policy. The Research Ethics Approvals System of the academic partners will be used to ensure that all ethical issues arising from DevelopMed Fellows' research are identified, reviewed and addressed in its implementation. The Fellows will be required to commit themselves to conduct their research to the highest standards of integrity, as outlined in the National Statement on Ensuring research Integrity in Ireland.

1.37 Intellectual Property. The DevelopMed IP policy will adhere to Ireland's National IP Protocol 2019³, which is aligned with H2020 policies. Intellectual Property is subject to the host institution's internal policy and provisions of the employment contract of DevelopMed Fellows. As an employee of their host University, all intellectual property developed by the Fellow shall be owned by the University.

1.38 Confidentiality. Fellows must not disclose to a third party any confidential information that they obtain during the course of their Fellowship. In particular, Fellows agree to comply with all confidentiality obligations set out in any confidentiality agreements or non-disclosure agreements relating to their research.

1.39 Acknowledgement of Fellowship Support – Marie Curie. All public lectures and/or publications given or authored by the Fellow which arise from the work carried out during the DevelopMed Fellowship should acknowledge that the work was co-funded by Marie Skłodowska Curie Actions under H2020 using the following wording: This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No. 945425.

1.40 Acknowledgement of Fellowship Support – other. All public lectures and/or publications given or authored by the Fellow which arise from the work carried out during the DevelopMed Fellowship should acknowledge any other source of co-funding as directed by the Programme Management team or Fellow's PI.



References

1. <https://euraxess.ec.europa.eu/jobs/charter/european-charter>
2. <https://euraxess.ec.europa.eu/jobs/charter/code#:~:text=The%20Code%20of%20Conduct%20for,when%20appointing%20or%20recruiting%20researchers>
3. Ireland's National IP Protocol 2019: A Framework for Successful Research Commercialisation, Government of Ireland, 2019.

